



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3d CAVALRY REGIMENT  
BUILDING 9001, BATTALION AVE.  
FORT HOOD, TEXAS 76544-5060



AFZC-R-RCO

16 November 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Equal Opportunity and Sexual Harassment Complaint Procedures

1. REFERENCE. AR 600-20, Army Command Policy, Chapter 6
2. PURPOSE. To establish regimental policy and procedure for equal opportunity and sexual harassment complaints.
3. APPLICABILITY. This command policy applies to all soldiers assigned or attached to the 3d Cavalry Regiment.
4. POLICY.

- a. Discrimination or improper sexual treatment, real or perceived, threatens the recipient and unit readiness.

Troopers and family members of the Regiment have the right to file complaints without fear of intimidation, reprisal, or harassment.

- b. Complainants should bring concerns and complaints to the chain-of-command. If a trooper or family member feels uncomfortable dealing with the chain-of-command, other channels are available such as the Regimental Equal Opportunity Advisor (EOA), Inspector General, Chaplain, Provost Marshal/Criminal Investigation Command, Medical agencies, and the Staff Judge Advocate.

- c. Leaders must remember that troopers and family members have the right to express their concerns regardless of whether the complaint will be substantiated or unsubstantiated. I will not tolerate reprisals (subtle or blatant) against those who come forward. Any allegations of reprisals will be investigated thoroughly. If instances of reprisals are substantiated, the perpetrator will be dealt with appropriately after considering the offense and the full range of disciplinary actions both administrative and punitive.

- d. Troopers and family members must also remember that the authority to resolve all complaints ultimately rests with the chain of command. Complainants must also keep in mind that the system used to resolve complaints, by regulation, must treat everyone involved fairly. Not all discrimination is easily recognized or easily proven; however, the chain-of-command can resolve the issues that you bring to its attention. In addition, even if a complaint cannot be substantiated, simply filing it may prevent further discrimination in the future and improve unit readiness.

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e. Complaints must use either the informal or formal complaint resolution process and should file all complaints within 60 days of the incident. If a longer time has elapsed, the commander can choose to consider the complaint anyway.

(1) Formal- With the assistance of an EOA, complainants provide details regarding an allegation and swear that the details provided are true to the best of their knowledge. The EO Office has 3 days after receipt to refer the complaint to the proper authority within the chain-of-command. Once received, the commander has 14 days to conduct an inquiry or investigation and provide written feedback to the complainant. If desired, the complainant has 7 days to appeal results to the next level of command. Higher Headquarters track and report all formal complaints.


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(2) Informal- With or without the assistance of an EOA, complainants convey their concerns to the perpetrator, other unit members, or the chain-of-command without written documentation. Informal complaints are not subject to timelines and there is no reporting requirement. However, I expect the chain-of-command to resolve complaints as quickly as possible and to keep the complainant informed throughout the entire process. I encourage complainants to give the informal process a chance to work before filing a formal complaint.

f. I take equal opportunity complaints seriously. Once a complaint reaches the proper authority, it will be processed in accordance with Chapter 6, paragraph 8 of AR 600-20. I will work to resolve complaints at the lowest level. If not resolved at the lowest level, I will forward complaints to the proper agency for adjudication.

4. BRAVE RIFLES!

  
JOHN B. RICHARDSON IV  
COL, AR  
74<sup>th</sup> Colonel of the Regiment